



Peak School

Information Pack

2024 - 2025

A warm welcome to Peak School!

**This information pack is designed to help your child settle in at Peak School.
We hope you will find it useful.**

GENERAL INFORMATION

Attendance

Peak School's school day begins at 8.30am and finishes at 3pm.

The student attendance is taken every morning by the class teacher. If for any reason your child is unable to attend school, or requires an early leave pass, please do send the class teacher and the office (office@peakschool.edu.hk) an email with a reason for your child's absence.

If your child is late and may have missed the class register, please have your child stop by the office on his/her way to class, so that the class register can be updated.

Food

Please be sure to pack a healthy snack and lunch for your child every day. We are committed to 'Healthy Eating' at Peak School and encourage you to provide a healthy balanced snack and lunch for your child. Please can we suggest that your child's morning snack is packaged separately from lunch boxes. Please also be mindful of the amount of food you pack for your child each day.

We have a **No-Nut policy** here at school as some of the children have severe allergies, some life-threatening. For this reason, we do not encourage children to share their snacks or their lunches.

Water is the school's drink of choice and we discourage any other drinks as they usually contain sugar.

Please ensure that all food containers and water bottles are clearly labelled with your child's name.

Our school snack and lunch times are as follows:

Snack Time 10:30am – 11:00am for our Years 1 & 2
 10:40am – 11:00am for our Years 3 – 6

Lunch Time 12:30pm – 12:45pm (in class, supervised by teacher)
12:45pm – 1:25 pm (outdoor playtime)

Birthday Culture

We actively promote healthy living and healthy eating. Over the past years we have moved away from allowing cupcakes, brownies or cookies for their child's class and/or the year group when it is their child's birthday. As you can appreciate with 360 children in the school we seemed to constantly have cupcakes etc being shared at the school.

We are a nut free school as some students have severe allergies. If you wish to provide food, fruit sticks are the best option.

It is also about encouraging the children to think of others not just inside the school environment but also outside of the school setting. We are starting to see our children, on their birthday, support a charity or take positive action to help others and we would like to encourage this more moving forward.

As a school we have made a conscious decision to encourage Parents to consider other options rather than simply providing cupcakes, brownies or cookies.

Option 1 - Bring in fruit sticks instead of cupcakes (cut up fruit on a kebab stick). The healthy food option!

Option 2 - Donate to a charity. For example, HK\$400 would enable a child in Cambodia to have a birthday party with enough food for many friends, purchase a range of clothing for them and their family (all locally purchased) and also send the message that we care.

Option 3 - Donate seeds and other gardening equipment to the school to help us grow vegetables which we will then deliver to 'Feeding Hong Kong'. 'Feeding Hong Kong' then distributes these vegetables to families in Hong Kong who are in desperate need of food.

Option 4 - Donate a book or books to the class library for all children to enjoy. Books last a lot longer than cupcakes and are much better for you!

The above options are great opportunities to reinforce to children that we are 'global citizens' and our actions can make a difference. It would be very rewarding for us, at the end of the academic year, to look back as a school to see the difference we have indeed made. We ask all parents to support a culture of 'celebrating by giving'.

We encourage parents to talk to their child about which option, if appropriate, that they would like to do as a family to celebrate your child's birthday at Peak School. Thank you for your support.

Holidays in School Time

We understand that, very occasionally, it may become necessary for children to be withdrawn from school to holiday with Parents. We strongly urge you to consider the detrimental effect that any such regular absences may have on your child's education. We will not provide any learning resources or activities in lieu of your child missing out on the learning at school.

House

When your child starts with us, he or she will be allocated a house. Your child will remain in that house throughout his/her school career at Peak School. Our houses are named after the peaks in Hong Kong.

- Cameron (Yellow colour)
- Kellett (Blue colour)
- Nicholson (Green colour)
- Victoria (Red colour)

Twice a week, on PE days, the students will come to school in their PE kit, i.e. house coloured t-shirt, black shorts and trainers in the summer months or green track pants in the cooler weather. On PE days the students wear their PE kit to school (not school uniform) and wear it for the day .

Student Withdrawal

Official Student Withdrawal Notice form should be submitted via the ESP APP at least one full calendar month prior to the last date of attendance when a student withdraws from school. Once on the ESF app you can select Peak School VLE to find the withdrawal form. If you have any questions, please do not hesitate to email us at admissions@peakschool.edu.hk

Planet Peak

Students at school are provided a username and password which are used to access our Virtual Learning Environment (VLE) called Planet Peak. Parents may use their child's username and password to access the VLE. This enables parents and students to access home learning activities from the class teachers, specialist teachers, librarians and student council.

Parents can also track some of the learning activities at school through A Peek at Our Learning.

Class Parent

Every class at school has a Parent representative, sometimes, we have a team of them representing the class. Our Class Parents help coordinate school-related activities and communicate the teacher's needs and intentions to the class families. At the start of each school year, the Class Parents often organize a social get-together. This presents a good opportunity for all new Parents to get to know one another and to create a support network.

Acceptable User Policy for Electronic Devices

At Peak School, we value the importance of technology. We are very fortunate to have a huge bank of electronic devices from laptops, ipads to DSLR cameras for our students' learning. In consultation with our students, we have designed an Acceptable User Policy, which ensures the children understand their responsibility and the safe use of these electronic resources made available for their learning.

All families are encouraged to read the Acceptable User Policy with their child and to sign it on Gateway.



ESF GATEWAY

Gateway is a major communication tool between Parents and us. At the start of the year, new Parents will receive their family username and a tentative password (this is separate from the username your child uses to access our Virtual Learning Environment). We ask that all Parents log into Gateway to update their child's personal details, family contacts and emergency details. Please complete the personal contact and medical information as accurately as possible. At the final stage of the process, you will be asked to Opt-in or Opt-out for the direct marketing from Peak School and ESF. Please OPT-IN if you wish to get the most updated information that will be sent throughout the academic year.

Under the recent legislation, many of our day-to-day communications related to school events such as Parent Information Evenings, PTA news, workshop announcements are now considered direct marketing. Therefore we ask that you consent to receiving the information, as by opting-in, you will be kept fully informed of all school activities enabling you and your child to be very much a part of our school community.

[ESF Gateway User Guide Video](#)

If you have any questions or experience any trouble logging in to Gateway, please do not hesitate to contact us at ictsupport@peakschool.edu.hk

Change of Contact Details

It is of vital importance that the school is made aware of any change of address, telephone or fax number (home or office). Failure to inform school could lead to delays at times of emergency. Please update the appropriate information via our Gateway online system.

ESF Communication App

In line with our efforts to be environmentally friendly, much of our communication reaches our school community electronically. All valuable school communications such as notices for school trips, events, forms and other updates for the children are all sent through digital format directly to your mobile device, through the ESF Communication App.

Electronic communication tools are proving to be the most efficient. Parents are requested to download the ESF Communication App and install to their mobile devices. It is available for both iOS and Android devices, just search for ESF App in the App Store or Google Play Store.

Personal Information Collection Statement (PICS)

Personal information is collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF web site (<http://www.esf.edu.hk/>) by clicking on the "About ESF" tab.

Personal Information Collection Statement

Please take a moment to read the following Personal Information Collection Statement.

1. From time to time it is necessary for students (or their parents/guardians) and staff members to supply the English Schools Foundation ("ESF") or ESF Educational Services Ltd ("ESL"), with certain personal data for school administrative, academic, pastoral purposes and alumni activities.
2. Personal data of staff members, students and their parents/guardians will be handled by relevant ESF or ESL staff members and will be kept confidential. Such data will be kept by ESF indefinitely, however, if the data is no longer required for the purposes for which it was collected/used, the data may be destroyed.
3. Staff members' experience and/or teaching qualifications may be made available to relevant ESF and ESL stakeholders at the discretion of the school's Principal or Department Head. (For example, on school websites [including but not limited to social media sites] or announcements of appointments in newsletters or emails.
4. ESF or ESL may also disclose some of the data to third parties such as agencies (including the Hong Kong government), service providers and contractors (whether within or outside Hong Kong) appointed by ESF or ESL to undertake some of its academic, pastoral and administrative and alumni functions. This includes transferring data between ESF and ESL.
5. ESF or ESL may use personal data (such as name and contact details) to send communications that are relevant to parents and students, including but not limited to newsletters, programmes, courses, seminars, lectures, conferences, events and extra-curricular activities and clubs of ESF, ESL or selected third party service providers. ESF or ESL will provide an opportunity for data subjects to opt-in to receiving materials which may have a direct marketing component.
6. Apart from the parties listed above, ESF or ESL will not disclose any personal data to any external bodies or organisations unless:
 - (a) such disclosure is expressly provided for under this Statement;
 - (b) permitted to do so by the student or his/her parent/guardian; and/or
 - (c) permitted or required by law.
7. Personal data may be stored in the ESF or ESL database systems and online portals and any such personal data provided will form part of the staff member or the student's official records (as relevant) at ESF or ESL.

8. In schools where there are Parent Teacher Associations (PTA), ESF or ESL may provide such data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If you do not wish your details to be included in the PTA directory, please inform the relevant ESF or ESL school accordingly.
9. ESF or ESL may place staff members' and student's photos, name or school work, activities and accomplishments in ESF or ESL publications, websites (including but not limited to social media sites) used by ESF or ESL for organizational purposes.
10. Failure to provide the data requested may result in ESF or ESL being unable to proceed with the purpose for which such data was requested.
11. Data subjects may submit a signed, written request to the Principal of the relevant school to access or to correct personal data held by ESF or ESL. ESF or ESL shall levy a charge for accessing the information.

Please refer to the ESF Personal Data Handling Policy, which is available upon request, for more information.

PEAK SCHOOL PARENT TEACHERS ASSOCIATION (PTA)

The Peak School Parent Teachers Association (PTA) is an important and valued link between home and school, and makes a significant social and financial contribution to the school community.

The main purpose and activities of the PTA are:

- Supporting Peak School and community through investment in educational resources.
- Organising social fund-raising events to foster a vibrant and active school community.
- Supporting the school's Class Parents.

The PTA is an incorporated body and a Hong Kong registered charity, which is led by the Executive Committee. The PTA relies on income from the services, events and donations from the community, to fund its initiatives.

In accordance with the ESF Ordinance Every family joining Peak School is required to become a member of the PTA. Membership of the Peak School PTA is compulsory, and is set at HK\$210 per family per academic year.

The PTA can only be effective through the voluntary efforts of the parents and staff of the Peak School community who donate their time, skills and money for the betterment of all students and the enrichment of the community spirit.

We encourage all Parents of Peak School students to contribute to the effort through active participation in school and fund-raising events, volunteering time on an ad-hoc or regular basis, donating to support the PTA initiatives, or becoming a member of the PTA Executive Committee (openings are available for the upcoming academic year).

School Directory (PTA)

Each year, the PTA produces a school directory complete with the contact details of all the families at our school. If you **do not** wish your home address and contact details to be included in the Student Directory, please email pta@peakschool.edu.hk.

Enquiries (PTA)

For any enquiries regarding PTA please contact pta@peakschool.edu.hk.

PEAK SCHOOL UNIFORM

School Uniform Shop

Peak School uniform is ordered with the ESF School Uniform provider at www.schooluniform.hk. Orders are placed online and are delivered to your home address.

Peak School Uniform

There is no distinct Summer or Winter uniform as the weather in Hong Kong is unpredictable and therefore the uniform collection can be worn all year round and item combinations selected depending upon the weather conditions.

There is however a distinct PE and daily uniform; children must always wear a hat when playing outdoors. We have a “No hat, no play” policy at school.

General School Uniform:

- Short or long sleeve blouse / shirt
- Unisex knit sweater
- Skort or shorts
- Grey trousers
- Plain white or dark grey socks
- Black leather school shoes
- School hat for outings. No hat, no play, no fun today!
- Unisex fleece jacket or unisex windbreaker jacket

PE Kit (Boys and Girls) - to be worn on PE days only

- House coloured T-shirt
- Black PE Shorts / black tracksuit pants /Girls PE Skort
- White socks (trainer ankle socks not permitted)
- Appropriate **white** sport shoes/trainers for PE (fence style not suggested)
- Windbreaker / Fleece (this can be worn with both the PE and daily uniform)
- School sun hat (must always wear a hat when playing outdoors)

Other compulsory items

- ESF Backbag
- ESF Book bag
- ESF Library bag

Long hair is to be tied back with green, neutral, black or white ‘discrete’ hair-ties. We ask that all your child’s clothing and belongings be clearly named.



PEAK SCHOOL BUS SERVICE

We have dedicated buses operated by Kwoon Chung Motors Company Limited (KCM), servicing our Peak School families living within our school catchment zone. There are a few buses within the fleet which cater for families who have moved away from the Peak School zone.

KCM has been providing a school bus service for the Peak School students for close to 20 years. The KCM service includes the following:

- Application and fees administration
- Bus Escort (bus mother)
- Bus smart (NFC) card
- Instant bus location tracking and student boarding records
- One-way SMS communication for very late or emergency situations

If you are considering using the school bus service, the routes, fees and how to apply online can be found on the KCM website <https://school.kcm.com.hk/peakschool/>

